



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 4th INFANTRY DIVISION (MECHANIZED)**  
**FORT HOOD, TX 76544-5000**

REPLY TO

AFYB-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum - Modular Building Operating Standards

1. References

- a. AR 210-50, Housing Management, 10 Mar 05
- b. AR 600-20, Army Command Policy, 07 Jun 06
- c. FH 190-11, Weapons, 15 Aug 99

- 2. Applicability. This policy applies to all 4ID soldiers on Fort Hood work or living in modular facilities.
- 3. Enforceability. This policy is punitive. Military personnel who fail to comply with this policy are subject to judicial or nonjudicial disciplinary action under the Uniform Code of Military Justice or appropriate administrative action.
- 4. Policy. Army transformation has placed demands on the installation for additional administrative and barracks facilities. The Army has temporarily provided for this shortcoming with modular facilities. These facilities are designed to provide needed battalion and company headquarters facilities to function effectively until permanent facilities can be built. The barracks modules provide individual rooms for soldiers requiring barracks space. The facilities will be maintained with extreme care. The chain of command is responsible for the care of the facilities they operate. Leaders at all levels are responsible for enforcing this policy. Modular facilities will not be altered or modified in any way.
- 5. The modular arms room facilities require minimal maintenance. Each owning unit will include monthly checks of the facility exterior to their security check of the facility. The interior of the building should also be checked for leaks and other deficiencies. The unit is responsible for reporting any deficiencies to the Division Facilities team who will contact DPW for the appropriate corrective action.
- 6. The furniture provided with each facility is a sub –component of the each modular facility. The furniture must remain in the same facility assigned from Real Property. The hand-receipt holder for each facility is responsible for maintaining control of the furniture in their facility. No alteration or modifications, to include painting, of the furniture is allowed without the written approval of Mrs. Susan Dodd from DPW Real Property at 287-6405.

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7. The flooring in the Battalion Headquarters, C Building, has been reinforced to accommodate safes up to 1500 lbs. The entranceway to the vault area in the S-2 shop is designed to handle safes up to 1500 lbs in weight. The other modular facilities cannot handle a safe weighing greater than 500 lbs.
8. DPW will train the R/U representatives to place hanging strips on walls of the administrative and barracks area for units and individuals to hang pictures, posters, and memorabilia. Owning units must make every effort to hang pictures using the wall studs as support.
9. Owning units are responsible for replacing ceiling lights and ceiling tiles. The unit must first contact DPW service order desk for repair. DPW will provide guidance on how to best complete the repair or provide the equipment to make repair. Unit may be responsible for local purchasing of replacement parts.
10. Cleaning products will be used as instructed in the "Caring for Modular Facilities" section or in the manuals provided in the modular facilities. In general, use only non-abrasive cleaning products to prevent damage to appliances or to the surfaces of the modular facilities.
11. Caring for modular Facilities
  - a. Building Exterior. No modifications or alterations will be made to the building exteriors. The units and soldiers must take all reasonable steps to prevent damage to any component of the building exterior. Units should check periodically for roof leaks or any other problems with the building exterior. Owning units will submit a service order to touch-up exterior paint of all modular structures. Problems should be reported immediately to the division Engineer Facilities Shop.
  - b. Caring for Floors.
    - (1) Preventive Care. Owning units must make every effort to protect the floor surfaces. It is recommended that furniture legs have large surfaces, non staining floor protectors. Replace small, narrow metal or dome-shaped glides with smooth, flat glides that are in flat contact with the floor. Glides should be equipped with self-adhesive felt pads to avoid scratching the surface of the floor. The pads should be checked periodically for grit and wear and replaced when necessary. Mobile appliances and furniture should be equipped with easily swivel casters. To help maintain the floors, place mats outside entrances to prevent dirt, grit and soil from being tracked onto the floor. Draw drapes and blinds during peak periods of strong sunlight. Resilient floor may discolor or fade when overexposed to the sun.
    - (2) Regular Care. Sweep or vacuum regularly to remove dirt and grit that can abrade, dull or scratch the floor. Wipe up spills promptly with a damp cloth or mop. Wash with a suitable resilient floor cleaner.
    - (3) How to treat Stains and Spills. Rub the area with a 10 to 1 dilution of water to liquid bleach. Rub the area with a isopropyl alcohol. If rust stain does not respond, use lemon juice



or cream of tartar solution.

(4) Paint and Solvent Spills. If substance is dry, gently peel it from the floor. (Avoid sharp instruments that could scratch the floor). Rub lightly with mineral spirit or paint thinner. Wash the floor to remove any residue.

(5) Safety Information. Caution: Wet floors are slippery. Water, other liquids and foreign matter on the surface of the floor can cause it to be slippery and should be removed immediately. Improper waxes and finishes can also cause slipperiness. Whenever washing, polishing or stripping floors, traffic should be excluded from that area due to the possibility of slipping.

c. Carpet Flooring

(1) Preventative Care. Make sure that furniture legs have large surface, non-staining floor protectors. Replace small, narrow metal or dome-shaped glides with smooth, flat glides that are in flat contact with the floor. Heavy furniture or appliances that are not moved often should be equipped with flat non-staining compositions furniture casters or cups of appropriate size – available square from 1 ½" to 2 ⅝" and round from 1 ¾" to 1 ⅝". Mobile appliances and furniture should be equipped with easily swiveling casters. They should be at least 2" in diameter with non-staining hard rubber treads at least ¾" wide. Do not use ball-shaped casters. Place mats at outside entrance to prevent dirt, grit, and soil from being tracked onto the carpet. Draw drapes and blinds during peak periods of strong sunlight. Like other home furnishing products, carpet may discolor or fade when overexposed to sun. Heat-producing appliances such as a refrigerator or range, or hot air resistors emitting a direct flow of heat in excess of 120° F, even intermittently, can scorch, burn, discolor or fade the carpet.

(2) Regular Care. In order to maintain acceptable appearance, the carpet must be cleaned on a periodic basis to prevent the carpet from becoming so dirty that it can no longer be cleaned satisfactory. When the color of the carpet begins to look dull, its time to clean the carpet. Sweep or vacuum regularly to remove dirt and grit that can abrade, dull or damage the new carpet. Wipe up spills promptly with a damp cloth or mop.

d. Glasbord Care (Whiteboard).

(1) The embossed surface of Glasbord panels; can best be cleaned with a sponge or a soft brush. Use a 5% to 10% trisodium phosphate water solution, a household automatic dishwasher detergent, or water based cleaning solution to clean the Glasbord. Apply the cleaner working it across the surface in a scrubbing or circular motion. Rinse very thoroughly to remove all traces of the trisodium phosphate; otherwise a film will build up giving the wall a dull, dirty appearance. When using a specialty cleaner, following the manufacture's instructions. Test a small area before applying over the entire surface.

(2) Removing Normal Grime or Dirt. Steam-cleaning procedures normally employed on ceramic wall surfaces in USDA/FSIS inspected facilities may be used on Glasbord wall and

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ceiling panels. Apply cleaning solution in a scrubbing motion, using a sponge, brush, or cloth. Rinse thoroughly after cleaning.

(3) Removing Hard Water Deposits. A 10% solution of acetic acid in cold water maybe applied in a scrubbing motion, using sponge, brush, or cloth. Rinse thoroughly after cleaning.

(4) Removing Oil Residues or Difficult Substances. Mineral spirits, applied with a clean cloth, will aid in removing most oily residues or substances.

e. Window Care. The unit should make every effort to keep the windows free of dirt and debris. Regular cleaning of the windows will help extend their serviceability. The windows should be cleaning using commercial window cleaning products.

12. Initial training classes for the warning systems in each facility will be provided by DPW. Additional classes can be arranged through the Division Facility Engineers Section at 288-3636.
13. Education and Training. This policy requires maximum effort by the Chain of Command and every Solider. It does not reduce a leader's responsibilities for the discipline of Soldiers or the care of facilities and equipment. Leaders at all levels must know how their Soldiers live both on and off post and are at all times responsible for the health, welfare, and security of our Soldiers. This policy increases individual responsibility and recognizes that the majority of our Soldiers are mature, responsible, and accountable for their actions.
14. Warranty. The modular facilities are under a one-year warranty from the date of turnover from the contractor to DPW. Soldiers will call the 4ID Facility Engineer Section at 288-3636 to report problems. The facility team will contact DPW to help determine service order items and warranty items.
15. Point of contact for this memorandum is the Division Engineer at 288-3636.



JEFFERY W. HAMMOND  
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Commanding